



Ara School
Admissions Policy
(May 2015)

Admissions

The Human Rights Act of 1998 concurs with our vision to the right to education. At Ara School we believe that it is every parent's dream to ensure that their child receives the best education in line with their beliefs and principles. In this document we will outline the admission arrangements necessary in admitting students to Ara School.

How admissions work

Applications

Your local authority will write to you about the process for applying for primary schools. Applications should be made through your local authority's admissions process, which all London boroughs use for primary transfer of students. Applications should be made via the eAdmissions website, although if you require a paper application you can request one from your local authority.

Where no place is available the applicant will be advised and informed of their right to request an independent appeal.

Consultation

There will be an eight week consultation between 1st November and 1st March of the year before an application is made to a school. The consultation period allows for families and the local community to raise concerns regarding the admissions arrangements. The local authority will then publish all admission arrangements and send offer letters to parents. In primary schools an offer is usually made in the month of April. By 30th June all objections will be directed to the schools adjudicator who will amend admission arrangements accordingly.

The following criteria need to be adhered to during the process:

- Parents are expected to express a preference for at least three schools, which includes applications outside the local authority (any state-funded school maybe applied for in any area).
- If a school is undersubscribed, places must be offered to students who apply.
- If a school is oversubscribed, the school's admission authority must rank applications in order against the published oversubscription criteria, which is then sent to the local authority.
- A separate application must be made for any transfer from nursery to primary school and from infant to junior school.

Late applications

If an application is received after the closing date then the application will be viewed as late. Late applications will not be considered until all applications that were received on time have been processed. If there are exceptional reasons why an application is late, families should provide a written explanation and provide supporting documents for this.

Information on making a late application for a primary school place, including the Ara School, will be made available on Barnet's website.

If anyone wishes to be added to our waiting list please contact us at info@araschool.org

Appeals

The appeals process is open to all families who are not entirely satisfied with the place which has been offered. All appeals will be dealt with by the schools adjudicator.

There are no reservations allocated for successful appeals which imply that there will be an increase to the intake above the admission limit.

Although each appeal is decided on an individual basis, only exceptional circumstances are likely to lead to a successful appeal. The following examples may not lead to a successful appeal:

- School is mixed sex.
- School is a child's or parents' particular choice.
- Other schools with vacancies involve a long journey.
- Other feeder schools which children have previously attended.
- Aptitude tests.

For most appeals, the panel will consider the following grounds:

- Errors in the admissions application process and if there are places available.
- Unlawful practice which results in the Local Authority and Academy Trust reviewing the placement.
- Socio-economic and developmental problems faced by a child, should they not receive a school place.
- Students with a statement of special educational need.
- Students who are or have been looked after and have been or will be subject to a residence/guardianship order.

An appeals timetable and form will be published in due course.

Policy

Ara School will be a publicly funded, co-educational, non-denominational, non-selective primary school.

Responsibility for the admission of pupils rests with the Ara Academy Trust. The administration of applications to the school is undertaken by Barnet Council, as part of the common application process for London schools in the London Borough of Barnet

All applications for places at the school will be considered in line with the arrangements set out below.

Admission to Year 1 in September 2016

Ara School's admissions limit will be 60 places in 2016-17.

Verification of information

Barnet Council may request information from families relating to the verification of their application for a primary school place.

False information, or the omission of material information, may result in disqualification, or the loss of a place after it has been offered, accepted or taken up.

Offer of places

Letters informing applicants of the outcome of their applications will be sent by Barnet Council on national offers day. Where applications are submitted electronically this will be via email, where applications are sent in paper copy a letter will be posted on national offers day.

Parents are requested to inform Barnet Council of their decision whether to accept or reject the offer by the prescribed day as indicated in the offer letter.

Appeal procedure

If applications are not successful then there will be an opportunity to appeal against the decision. The appeal panel will consist of members of the Academy Trust.

The outcome of the appeal panel is binding on all parties.

Full details of the appeals procedure will be sent to parents with the decision letter on national offers day.

Withdrawing an offer or a place

Ara School will not withdraw a place once a child has started at the school, except when a place has been obtained fraudulently. If withdrawal is being deliberated the length of time the child has been at the school will be considered, and whether or not withdrawal is the best option for the social, emotional and behavioural well-being of the child.

Waiting list

In addition to the right to appeal, unsuccessful applicants who receive an offer for a school that was ranked lower in their order of preferences than Ara School will be automatically placed on the waiting list. Vacancies arising between the acceptance deadline and 31st August will in the first instance be offered to applicants on the waiting list, determined in accordance with the order with the over-subscription criteria.

Any vacancies that occur on or after 1st September 2016 will be offered to applicants on the waiting list in accordance with the over-subscription criteria set out below.

Over-subscription criteria

If there are more applicants than places, places will be offered in accordance with the following criteria in order of priority:

- I. Ara School will offer a place to all children with a statement of special educational need.
- II. Looked after children and children who are or were previously in the care of the Local Authority but ceased to be so because they were adopted, or became subject to a residency order, or special guardianship order.
- III. Siblings from the same address (be it step/adopted/foster siblings). Siblings refer to two or more children who have at least one parent in common, residing in the same home. In the case of adoption this implies that the child will be considered to be the sibling of other children, in the same household, with the same legal guardian. In the case of multiple births, Ara School will admit the child(ren) over the published admission numbers.
- IV. Distance from the home to Ara School will be measured (dependent on site location) from the front gate of the school to the front door of the child's residential address. In the case of shared parental responsibility, the distance will be calculated from the residence where the child spends majority of their time during the school week and is considered to be the child's permanent address, or the residence of the parent who receives the Child Benefit allowance. Proof of residence will be requested for all admissions.
- V. Social and medical needs of children will be considered on an individual basis based on the evidence provided by medical doctors, psychologists and social workers.
- VI. Children of staff (teaching or support) of the school, provided they have been directly employed for a minimum of two years at the time at which the application for a place is made, or have been recruited to fill a post where there is a demonstrable skills shortage.
- VII. Families living in neighbouring areas to Barnet (Harrow, Enfield, Brent, Camden and Haringey).
- VIII. In tiebreaker situations criteria I – IV will be applied on an individual basis to applications.

Points to consider

Method of random allocation

Once places have been allocated under criteria I – VII above, the remaining applications will be put into rank order by random allocation using a computer programme. Places will be offered strictly in accordance with the rank order.

Alternative admissions

Applications will be considered outside the normal admission round and will be subject to oversubscription criteria should there be more than one application for a vacant place.

In the case of infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) these should not exceed 30 students per class and additional children may only be admitted under exceptional circumstances. These children will remain as excepted students for the time they are in an infant class or until the class numbers decrease to the appropriate size limit.

Criteria for admitting students:

- I. Children with special educational needs
- II. Looked after children
- III. Children admitted due to a procedural error during the original process
- IV. Children who move into an area outside the administrative round, with no alternative schools in a reasonable distance

Ara School will review this policy annually and make the necessary amendments.